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STATE OF INDIANA

INDIANA DEPARTMENT OF HOMELAND SECURITY  
302 West Washington Street  
Indianapolis, IN 46204

## Criteria for The Certification of Local Unit Plan Review

Approved by the Fire Prevention and Building Safety Commission  
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A. For any project that is required to obtain a Construction Design Release (CDR), the Applicant, may obtain a CDR from the State of Indiana's State Building Commissioner through the Department of Homeland Security, Division of Fire and Building Safety (State) **OR** a local unit as classified in section (B) with plans examiner qualifications defined in section (C). A local unit may defer the issuance of a CDR for any project to the State regardless of unit classification found in section (B). Should any local unit qualified under section (B)(1) or (B)(2) choose to defer the issuance of a CDR to the State, said unit shall follow the procedures set out under section (B)(3) for the project.

1. An agreement between the State and a local unit ("Agreement") shall be in place prior to any local unit issuing a CDR.
2. The local unit entering into an Agreement with the State in order to issue CDRs is responsible for:
  - (a) presenting qualified staff members to the State,
  - (b) presenting new staff members that have achieved qualifications,
  - (c) maintaining staff at the appropriate level, and
  - (d) immediately notifying the State should staffing levels not meet the qualifications found in Section (C).
3. Failure to comply with section (A)(2) may result in suspension or revocation of the Agreement allowing a local unit to issue a CDR.

### B. Local Unit Classifications:

1. Tier I Local Unit. A Tier I local unit may issue a CDR for projects in all occupancy groups. The Applicant may request that the local unit issue a CDR **OR** may request that the CDR be issued by the State. Should the State issue the CDR, the local unit shall follow the procedures found in Section (B)(3).



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2. Tier II Local Unit. A Tier II local unit may issue a CDR for all occupancy groups except H and I occupancies. The Applicant may request that the local unit issue a CDR for all use groups other than H and I, **OR** may have the CDR issued by the State for all occupancy groups. A Tier II local unit shall not issue a CDR for H and I occupancies. Should the state issue the CDR, or for projects in occupancy groups H and I, the local unit shall follow the procedures found in Section (B)(3).
3. Tier III Local Unit. A Tier III local unit shall not issue a CDR. All local units without an Agreement as described in Section (A) shall be considered a Tier III local unit.
  - (a) Should the local unit perform a plan review, to the greatest extent possible, the plan review shall be performed concurrently with the CDR review occurring during the State plan review,
  - (b) the local reviewer shall send all plan review comments to the state reviewer and the Design Professional (as defined under 675 IAC 12-6-2(d), or for projects with no Design Professional, the Applicant; and
  - (c) the issuance of a CDR by the State need not be held for local review comments.

C. Local Unit Plans Examiner Qualifications:

1. Tier I Local Unit plans examiner.
  - (a) A Tier I plans examiner shall be a registered Design Professional **OR** a staff member(s) that has obtained and currently holds both a Building Plans Examiner certification and a Certified Building Official designation as defined and maintained by the International Code Council. Certifications shall be held in the same person(s), and that person(s) shall be the plans examiner of record for all projects for which the unit may issue a CDR. The plans examiner of record shall be an employee of the local unit.
  - (b) A qualified plans examiner in accordance with section (C)(2)(a) may perform plan reviews for a Tier I local unit under the direct supervision of an employee of the Tier I local unit qualified in accordance with Section (C)(1)(a). This individual may perform plan reviews in accordance with the local unit classification.
2. Tier II Local Unit plans examiner.
  - (a) A Tier II plans examiner shall be a registered Design Professional **OR** shall have obtained and currently hold a Building Plans Examiner Certification as defined and maintained by the International Code Council. The Tier II Plans Examiner shall be the plans examiner of

record for all projects for which the unit may issue a CDR. The plans examiner of record shall be an employee of the local unit.

- (b) A qualified plans examiner in accordance with section (C)(3)(a) may perform plan reviews for a Tier II local unit under the direct supervision of an employee of the Tier II local unit qualified in accordance with Section (C)(2)(a). This individual may perform plan reviews in accordance with the local unit classification.

3. Tier III local Unit plans examiner.

- (a) A Tier III plans examiner has no certification requirements.

- 4. A Design Professional shall qualify for all plans examiner positions within a local unit classified in section (B) of this rule. Local unit plans examiners who are not Design Professionals shall obtain and maintain the certifications described in section (C)(1) or (C)(2) and have a Bachelor's Degree in a related field, such as Architecture, Construction Science, Public Administration, Construction Management or structural or building systems Engineering **OR** five (5) years' experience in a construction related field such as building inspection, fire inspection, or building contracting.

- 5. A local unit plans examiner who does not qualify under (C)(4) may submit a written request with supporting documents demonstrating substantially equivalent experience to the Fire Prevention and Building Safety Commission. The Commission may review the request to determine if the experience is substantially equivalent to the requirements under (C)(4).

D. The State may perform an audit of a local units plan reviews completed for the issuance of a CDR. Failure to comply with the provisions of this criteria or meet a minimum standard of review quality may result in suspension or revocation of the Agreement allowing a local unit to issue a CDR.

- 1. The local unit shall provide a semi-annual report to the State Building Commissioner that contains information on all projects reviewed for issuance of a CDR, a copy of the CDR issued, and a list of the local unit's plans examiners who are qualified under Section (C) with the expiration date for each required certification or Design Professional license. The State may present each jurisdiction with a report date so long as the reporting period is not longer, or shorter, than 6 months between reports.

2. The State may at its discretion review and request additional information on any and all of the projects reviewed by the local unit in order to audit the accuracy and detail of the plan reviews being performed by the local unit.
  - (a) Issues identified by the State on local unit review as non-compliances, shall be documented and returned in a report to the local unit.
  - (b) The local unit shall have the ability to review and respond to any items on the report prior to the report becoming finalized.
  - (c) Failure to rectify documented issues within 90 days, from the date of the final report, may result in suspension or revocation of the Agreement.
3. Failure to consistently meet required turn-around times, as specified by Ind. Code 22-15-3.2, may result in revocation of the Agreement.
4. The Commission may suspend or revoke any Agreement in cases of emergency that adversely affect public health, safety or welfare.

E. Fees and Responsibilities:

1. Fees shall be remitted to the appropriate agency in accordance with the published fee schedules.
2. The State shall maintain a central record of CDR's issued by the State and local units.
3. If the local unit is responsible for the issuance of the CDR in accordance with sections (A) and (B) of this rule, it shall remit funds to the Statewide Fire and Building Safety Education Fund established in IC 22-12-6-3. The funds shall be remitted in the amount described in 675 IAC 12-3-7, regardless of the local unit's published fee schedule.